

California Housing Finance Agency Job Opportunity

Accountant Trainee Vacancy #127

Salary Range	\$3133-3628
Final File Date	Open until filled
Division	Fiscal Services Division, Homeownership Accounting Unit
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent/Full-time
Number of Positions	Two
Questions?	Contact Carol at 916-327-5172, clivecchi@calhfa.ca.gov , or Suzanne at 916-319-9718 or spratt@calhfa.ca.gov California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application. Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify on your application that you are interested in vacancy #127, Accountant Trainee.
Duties	<p>The Accountant Trainee is the apprentice level working under the general supervision of an Accounting Administrator 1 (Supervisor) or above in the Homeownership Unit of the Accounting Division. This is a diverse position which handles the less complex, semi-professional accounting duties on a rotational basis with other unit staff. Duties Include:</p> <p><u>Essential Functions:</u></p> <p>35% Monthly reconciliation of loans serviced by the California Housing Finance Agency (CalHFA) approved Servicers. Total loans reconciled by an Accountant Trainee usually varies between 1500-6000 loans depending on level of difficulty associated with each Servicer's portfolio.</p> <p>25% Responsible for one or more of the following: monthly reconciliation of general checking account (066) and Bank of America wire account; monthly reconciliation of uncleared collections; daily reconciliation of the (047) wire account; maintaining the cash disbursement and Controller's Receipts register; maintaining the requests filed/paid register and claims filed/paid register; payment of insurance premiums; monthly reconciliation of the REO (Real Estate Owned) portfolio and/or preparing the daily check deposit for Single Family Accounting.</p> <p>20% Review accuracy of computations used by the Servicer when remitting payoffs. Post remittances of payoffs to cash receipts system on a daily basis. Return paid-in-full original loan documents to Servicer and return any original second loan documents to CalHFA's Loan Servicing on a weekly basis.</p> <p>5% Allocate bi-monthly remittances of CalHFA P&I (principal & interest) payments received by each Servicer and post to cash receipts system by bond issue.</p> <p>5% Prepare journal entries, cash receipts adjustments or input files as needed.</p> <p>5% Monitor loan discrepancies and reconciling issues identified during the reconciliation process.</p> <p><u>Marginal Functions:</u></p>

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

	5% Other duties as required such as assisting other Homeownership Accounting staff in completion of the above duties or assisting in Homeownership Accounting special projects.
1/16/2007 Updated: 4/18/2007	